

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 6, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay, and Schmidt.**

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; John Nehls, Maintenance III-Lead; Brian Field, Highway Commissioner**

**Meeting called to Order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

All members and staff welcomed Jeff Duchac and Dennis Schmidt to the Committee.

Motion by Frohling to nominate Marsik as Chair. Second by Greshay.

Motion by Duchac to close nominations and elect Marsik as Chair. Second by Frohling. Motion carried.

Motion by Marsik to nominate Frohling as Vice-Chair. Second by Greshay.

Motion by Duchac to close nominations and elect Frohling as Vice-Chair. Second by Frohling. Motion carried.

Motion by Schmidt to nominate Greshay as Secretary. Second by Duchac.

Motion by Frohling to close nominations and elect Greshay as Secretary. Second by Duchac. Motion carried.

The Committee next considered the Committee meeting schedule. It was the consensus of the Committee to hold regular meetings on the first and third Tuesday of each month starting at 9:00 a.m.

Motion by Greshay to approve the agenda and to allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None were heard.

Motion by Greshay to approve the minutes of the April 14, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Rains presented a power point overview of the functions of the Human Resources Department.

Field presented a request to hire a new employee as a Utility II/Truck Driver at step 5 of grade 3, \$16.42, and to hire a new employee as a Utility II/Truck Driver at step 4 of grade 3, \$16.00. He explained that these two individuals will bring their own unique knowledge and experience and

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he feels that these starting wages are appropriate for their knowledge and experience. Field went on to explain that in the event one of these two candidates were to turn down the offer of employment he had another candidate that he would like to hire in at step 4, \$16.00. He explained a similar rationale. Field answered questions from the Committee members. Mielke indicated he is in support of this request.

Motion by Greshay to approve the request as presented. Second by Frohling. Motion carried.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Rains distributed a draft Request for Proposal regarding health insurance consulting services. A discussion followed. Rains asked that the Committee review the document and let him know if there were any questions. Rains also informed the Committee that he was going to ask Corporation Counsel to review the document as well. He stated he hoped to have the final draft for the Committee to review at the next meeting.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of all Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

One (1) Receptionist II - F.T., Clerk of Courts Department

One (1) Property Listing Specialist (formerly Land Describer), Land Resources & Parks Department

One (1) Recreational Patrol Officer – F.T. 2<sup>nd</sup> Shift, Sheriff's Department – Patrol Division

Leaves of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: Kevin M. Kuehl, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$25.35, Pay Grade SSU04, Step 1<sub>ST</sub> effective 05-12-14. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: Michael F. Matoushek, Traffic Patrol Officer – 1<sup>st</sup> Shift, Sheriff's Department – Patrol Division at \$28.02, Pay Grade SSU04, Step 6M54 effective 04-14-14. STEP INCREASE – UNION: Sharon L. Bauch, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$26.30, Pay Grade SSU04, Step 3M18 effective 06-03-14; Jaime L. Buelter, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$26.67, Pay Grade SSU04, Step 4M30 effective 06-15-14; Andrew S. Rolfs, Detective 1<sup>st</sup> Shift, Sheriff's Department – Detective Division at \$29.98, Pay Grade SSU06, Step 6M54 effective 06-24-14. NEW HIRE: Kaylin J. Reeb, Psychiatric Therapist II, Human Services & Health Department at \$26.29, Pay Grade DC09, Step ST01 effective 05-05-14; Mark A. Koch, Transport Officer – Occasional Sheriff's Department – Jail Division at \$17.96, Pay Grade MSC37, Step 01<sup>ST</sup> effective 04-17-14; Ricky L. Roedl, Transport Officer – Occasional, Sheriff's Department – Jail Division at \$17.96, Pay Grade MSC37, Step 01<sup>ST</sup> effective 04-17-14. RE-HIRE: None. LIMITED TERM/SEASONAL: Kevin J. Breutzmann, Park Caretaker – Derge Park, Land Resources & Parks Department at \$11.34, Pay Grade MSC06, Step 03Y3 effective 04-22-14; Kay M. Kiser, Park Attendant – Astico Park, Land Resources & Parks Department at \$12.13, Pay Grade MSC13, Step 03Y3 effective 04-17-14; Kimberly M. Klotz, Park

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Attendant – Harnischfeger Park, Land Resources & Parks Department at \$11.70, Pay Grade MSC13, Step 02Y2 effective 04-22-14; Judy L. Powell, Park Attendant – Derge Park, Land Resources & Parks Department at \$12.13, Pay Grade MSC13, Step 03Y3 effective 04-22-14; Joseph K. Schaefer, Park Caretaker – Ledge Park, Land Resources & Parks Department at \$11.34, Pay Grade MSC06, Step 03Y3 effective 04-22-14; Susan M. Schaefer, Park Attendant – Ledge Park, Land Resources & Parks Department at \$12.13, Pay Grade MSC13, Step 03Y3 effective 04-22-14. RECLASSIFICATION: Karri-Ann S. Huck, Deputy Clerk of Courts, Clerk of Courts Department at \$16.66, Pay Grade DC04, Step ST01 effective 05-05-14; Kelly S. Smith, Counselor I – Community Support Program, Human Services & Health Department at \$18.59, Pay Grade DC05, Step ST01 effective 04-14-14; Kelly S. Smith, Counselor II – Community Support Program, Human Services & Health Department at \$20.51, Pay Grade DC06, Step ST01 effective 04-21-14; Kip E. Elliott, Maintenance Mechanic, Physical Facilities Department at \$18.59, Pay Grade DC05, Step ST01 effective 04-01-14. STEP INCREASE: Kelly K. McMillan, Deputy Clerk of Courts, Clerk of Courts Department at \$19.04, Pay Grade DC04, Step ST06 effective 06-22-14; Michael R. Bernhard, Utility II/Truck Driver, Highway Department at \$18.73, Pay Grade DC03, Step S11A effective 06-10-14; Peter L. Thompson, Assistant Highway Commissioner, Highway Department at \$40.78, Pay Grade DC13, Step S08B effective 06-09-14; Mary B. Aplin, Counselor III, Human Services & Health Department at \$27.56, Pay Grade DC07, Step S09B effective 06-01-14; Steven A. Edwards, Audit/Compliance Officer, Human Services & Health Department at \$23.73, Pay Grade DC06, Step S07A effective 06-18-14; Catherine D. Schoenberger, Economic Support Specialist II, Human Services & Health Department at \$19.12, Pay Grade DC05, Step ST02 effective 06-18-14; Ashley L. Young, WIC Nutritionist, Human Services & Health Department at \$21.24, Pay Grade DC05, Step ST06 effective 06-16-14; John E. Bohonek, Conservation Engineering Technician, Land Conservation Department at \$26.66, Pay Grade DC06, Step S12A effective 06-23-14; Jeramy R. Grossman, Communications Officer, Sheriff's Department – Communications Division at \$25.47, Pay Grade DC05, Step S14A effective 02-13-14; Matthew L. Regan, Correctional Officer-Relief, Sheriff's Department – Jail Division at \$17.39, Pay Grade DC04, Step ST02 effective 06-24-14; Mark J. Schwartz, Jail Supervisor, Sheriff's Department – Jail Division at \$29.93, Pay Grade DC08, Step S09B effective 06-17-14; Cheryl J. Baker, Deputy Treasurer, Treasurer's Department at \$18.10, Pay Grade DC03, Step S09B effective 05-31-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

### **HR Director's Report:**

- a) Disciplinary Actions: Nothing to report.
- b) Grievances and Arbitrations: Rains informed the Committee that dates in June have been given by the IHO for two separate hearings for former employees of Clearview and the Human Service and Health Department. He stated he is still waiting to hear from the individual who will be acting as a representative for each former employee, as to whether those dates will work or not.

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- c) Supreme Court Response to Dodge County Petition for Review of Court of Appeals Decision re: Heidi Burden: Rains informed the Committee that the Supreme Court has chosen not to Review this case. He explained the HR Department sent a letter to Heidi Burden indicating the steps she needed to take to file a grievance. Rains stated that as of today's date there has been no response from Burden.

Future Agenda Items:

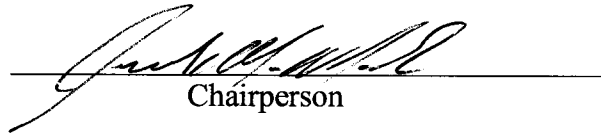
Open Enrollment for Dental Insurance  
RFP for Insurance Consulting Services

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **Tuesday, May 20, 2014 and Tuesday, June 3, 2014 at 9:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:35 a.m.

  
Secretary

  
Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.